

FRESNO, CALIFORNIA

CLASS SPECIFICATION

ACCOUNTING SPECIALIST

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Accounting Specialist is the third level in a four level Fiscal Support series. Incumbents are responsible for providing functional accounting support involving the development, maintenance, and reconciliation of a complete set of department or division financial and statistical records and assisting in the revision and application of cost accounting procedures. Incumbents may serve as technical lead worker to other clerical staff engaged in the performance of similar duties, interpret and process financial data, record and execute transactions, and resolve complex technical accounting problems applying established advanced accounting practices.

The Accounting Specialist is distinguished from the Accounting Technician by its responsibility for performing advanced clerical accounting activities. The Accounting Specialist is distinguished from the Accounting Supervisor, which has first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

- | | | |
|----|---|-------------------|
| 1. | Makes work assignments, oversees the work of other staff, trains, prepares reports, and performs administrative tasks in the absence of the supervisor. | Varies
0 – 10% |
| 2. | Reviews, analyzes balances, reconciles, monitors, and maintains accounts in assigned area of responsibility, which may include: cashiering, including balancing and reconciling accounts; reviewing contracts; preparing billings and invoices; reconciling receivables and processing collections; and preparing payroll-related or other tax payments. | Daily
20% |
| 3. | Receives, processes, posts, and/or prepares a variety of receipts, invoices, billings, statements, payments, fees, payroll data, accounts receivables, accounts payable, payroll, employee deductions, tax revenues, business and occupation permits, electronic payments, delinquent accounts, and/or other related information, which may include: coding data, processing payroll transactions and changes, creating new vendor numbers, ensuring appropriate approvals, handling returned checks, running reports, filing paperwork, and performing other related duties. | Daily
20% |
| 4. | Prepares and posts a variety of journal entries to subsidiary ledgers and general ledgers, ranging from routine to complex; reconciles and balances applicable accounts. | Daily
10% |
| 5. | Maintains and reconciles a variety of accounting records and files. | Daily
5% |

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
6.	Assists customers and employees with requests for information over the phone and in person; researches and resolves complex problems with accounts and/or other related issues.	Daily 5%
7.	Assists in reviewing, developing, and/or revising policies, procedures, and processes associated with the processing of accounting/financial data and information.	Weekly 10%
8.	Participates in compiling and organizing data and information for the annual budgeting process.	Annually 5%
9.	May participate in updating and maintaining website content.	Varies 0 – 5%
10.	May monitor and maintain petty cash account.	Varies 0 – 5%
11.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Three years increasingly responsible accounting experience involving the maintenance and development of complex accounting and computerized record-keeping systems and completion of 12 semester units of accredited college level course work in accounting is required;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. An additional year of qualifying experience may be used to substitute the 12 semester units of college.

Experience in computerized record-keeping is desirable.

Licensing Requirements (positions in this class typically require):

Some positions, based on assignment, may require:

- Certification and successful testing on 10-key calculator may be required.
- Basic Class C license.

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Knowledge (position requirements at entry):

Knowledge of:

- Accounting principles, practices and methods
- Office procedures, principles, practices and equipment
- Applicable computer software packages
- Data entry techniques
- Mathematical concepts
- Customer service policies, principles and practices
- Account balancing and reconciliation procedures
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Recordkeeping principles and practices
- Advanced principles and practices in assigned area of responsibility

Skills (position requirements at entry):

Skill in:

- Prioritizing and assigning work
- Using computers and applicable software applications
- Providing customer service
- Keyboarding
- Using Modern office equipment
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Account balancing and reconciling procedures
- Managing financial aspects associated with projects
- Using computers and applicable software applications
- Analyzing a variety of administrative problems and making sound policy and procedural recommendations
- Interpreting, applying, and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Maintaining database and hardcopy records
- Preparing and performing mathematical calculations
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business/organizations, elected and appointed officials, etc. sufficient to exchange or convey information and give and/or receive work direction

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing and talking.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008